

Temporary Banner/ Sales Event



Pennants

- Allowed to be displayed only on the building.
- Shall not be placed on or above the roof of any building.
- See Restrictions Below



Balloons

- Must be securely fastened
- Shall not project above the building roofline
- Balloons shall not project no more than fifteen (15) feet above grade when a building is not present.
- See Restrictions Below



Banners

- Maximum banner shall be four (4) by eight (8) feet or thirty-two (32) square feet and shall be limited to one (1) per street frontage for the business.
- Banners shall be placed on the building.



Other Displays of Signage

- Can include Tear Drop Signs, Tent Sales, Inflatable Characters, Balloons, Etc.
- This type of Signage shall be submitted for review and approval on a case by case basis.

Restrictions

- All Banners, Pennants, and other displays of signage are not allowed to be used for more than thirty (30) consecutive days. At the end of this time period or when the sale has ended, they are required to be taken down.
- Other display of signage should be located on the premises to which they pertain and shall not be placed in public right of way or attached to any street light, light pole, traffic signal pole, or utility pole. They are also not allowed on the roof of any buildings.
- Banners and pennants shall be displayed only on the building and not within the parking area, perimeter landscape, or other areas of the development.
- Balloons cannot be flown no higher than the nearest building, if no building exists then the balloon shall be flown no higher than 15 feet.

TEMPORARY SIGN/SALES EVENT PERMIT APPLICATION

SECTION I: APPLICANT & PRIMARY CONTACT INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Primary Contact Name: _____

Phone: _____ E-mail: _____

SECTION II: PROPERTY INFORMATION

Name of Property/Shopping Center: _____

Name of Business: _____

Address of Subject Property: _____

SECTION III: SIGN REQUEST INFORMATION

Dates of Use: _____ to _____

Indicate Type of Sales Event (Grand Opening, Sales Event, Other): _____

Type of Temporary Sign Requested: _____

SECTION IV: SUBMITTAL REQUIREMENTS

Please provide the following information for all signage, banners, pennants or displays*:

Office

Check-in Applicant

Use Only Checklist

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Size(s) |
| <input type="checkbox"/> | <input type="checkbox"/> Quantity |
| <input type="checkbox"/> | <input type="checkbox"/> Material(s) |
| <input type="checkbox"/> | <input type="checkbox"/> Location(s) |
| <input type="checkbox"/> | <input type="checkbox"/> Proposed Text |
| <input type="checkbox"/> | <input type="checkbox"/> Dimensioned illustration(s) including locations |
| <input type="checkbox"/> | <input type="checkbox"/> Fees: \$25.00 |

*Banners may not exceed thirty-two (32) sq. ft. in size and only one (1) banner is allowed per street frontage

SECTION V: SIGN INFORMATION

TYPE	QUANTITY	TOTAL SQUARE FOOTAGE	DESCRIPTION OF SIGN
<i>1. Example: Tear Drop Sign</i>	<i>1</i>	<i>12 square feet</i>	<i>Cloth Sign, 6 ft high</i>
2.			
3.			
4.			
5.			

Please provide sketch of proposed signs (balloons, flags, banners, pennants, etc.) with approximate size of each sign.

I have read this Temporary Sign/Sales Event Permit Application and understand that if my application is not complete in all respects it will not be processed until such time is complete.

Signature of Applicant	Print Name	Date
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Signature of Property Owner	Print Name	Date
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***If more than one owner, attach additional sheet with names, addresses and signatures**

OFFICE USE ONLY	
Case #:	Zoning Map #:
Fees:	
Date of Submittal:	Accepted by: